



CONSTITUTION AND RULES

of the

Stockingstone Road Allotment Association

Affiliated to

Local Federation

County Group

**The National Society of Allotment and Leisure Gardeners Ltd
O'Dell House
Hunters Road
Corby
Northamptonshire
NN17 5JE**

NAME, OBJECTS AND POWERS

- 1. Name
 - 2. Site Location
 - 3. Aim of Society
 - 4. Objects
 - 5. Powers
-

USE OF NAME

- 6. Use of Name & Official Communications
-

MEMBERSHIP

- 7. Members
 - 8. Subscriptions
 - 9. Cessation of Membership
 - 10. Expulsion of Members
-

LIST OF MEMBERS

- 11. List Of Members
-

GOVERNANCE AND DAY TO DAY MANAGEMENT

- 12. Governance
 - 13. Day to Day Management
-

COMMITTEE OF MANAGEMENT & OFFICERS

- 14. Committee of Management Composition
 - 15. Election
 - 16. Mid term vacancies
 - 17. President and/or Vice Presidents
 - 18. Co option
 - 19. Powers of committee
 - 20. Attendances
 - 21. Removal from committee
-

MEETINGS OF COMMITTEE OF MANAGEMENT

- 22. Frequency of meetings
- 23. Quorum at Committee Meetings

- 24. Emergency Actions
- 25. Conduct of Meetings

FINANCE

- 26. Financial records
- 27. Banking
- 28. Annual accounts format
- 29. Loans & borrowing
- 30. Reports to committee
- 31. Special expenditure
- 32. Financial advice
- 33. Presentation of accounts for audit
- 34. Mid term vacancy
- 35. Membership fee

AUDITOR

- 36. Appointment of Auditor
- 37. Qualifications
- 38. Midterm vacancy

AUDIT OF ACCOUNTS

- 39. Audit procedure
- 40. Tax liability
- 41. Approval of audit of accounts
- 42. Availability of audited accounts

AUDIT OF ACCOUNTS

- 43. General Meetings, Annual
- 44. General Meetings, Special
- 45. Notice of General Meetings
- 46. Agenda items
- 47. Notices of motion
- 48. Changes in rules
- 49. Voting at General Meetings

50. Presiding officers at General Meetings
51. Quorum at General Meetings
52. Discussions at General Meetings

**MEMBERSHIP WITH THE
NATIONAL SOCIETY OF ALLOTMENT & LEISURE
GARDENERS LTD**

53. Membership with the NSALG Ltd

AUDIT OF ACCOUNTS

54. Arbitration

DISSOLUTION OF THE SOCIETY

55. Dissolution

COPIES OF RULES

56. Copies of rules

AMENDMENTS OF RULES

57. Mode of amending rules

APPENDICES

1. Sample – Annual General Meeting Agenda
2. Sample – Committee of Management Agenda
3. Sample – Committee minutes

**Stockingstone Road Allotment Association
RULES AND CONSTITUTION**

1. **Name**

The name of the Society shall be Stockingstone Road Allotment Association

2. **Official Communications**

Shall normally be received and signed on behalf of the Society by the Secretary or in the absence of the Secretary by the Chairman or Treasurer.

3. **Aim of Society**

To assist all members in the pursuit of gardening as a recreation and promote health, education and community fellowship

4. **Objects**

(a) To actively cooperate with groups and organisations with a view to increasing the provision of allotments and improving standards and facilities

(b) To establish a working relationship with Luton Borough Council as landlords with the object of improving facilities, carrying out essential landlord maintenance, preparation of allotment gardens for letting, producing publicity about availability of allotments and early consultation on allotment matters e.g. proposed site changes, rent levels and reviewing the tenancy agreement which sets out responsibilities of the landlord and the tenant.

(c) To administer any distribution service, communal maintenance machinery and equipment including a seed scheme for members.

(d) To help new gardeners on the site in whatever way is appropriate including providing where possible introduction to a nearby experienced gardener with the view to special help during early months of tenancy.

5. **Powers**

The Society shall have full power to do all things necessary or expedient for the accomplishment of its objects. No sectarian or party political questions shall be introduced into any meeting and no action of the society shall be directed towards the propagation of political or religious doctrines, racial or gender discrimination or take part in any political party or religious denominational activities.

USE OF NAME

6. **Use of Name**

The name shall be mentioned in all business letters of the Society, notices, advertisements, and other official publications of the Society and payments, cheques, and orders for money or goods, purporting to be signed by or on behalf of the Society, and in all bills, invoices, receipts and letters of credit of the Society.

MEMBERSHIP

7. **Members**

The Society shall consist of Allotment & Leisure Gardeners within the Stockingstone Road site or of such other persons as the committee may admit to membership.

8. **Subscriptions**

Members will be required to pay such annual subscription as may be determined by the Annual General Meeting as part of the Treasurer's report and be included in the agenda convening the meeting. Members joining part way through a financial year will pay one twelfth for each month or part of a month remaining in the current financial year

9. **Cessation of Membership**

A member shall cease to be a member in the following eventualities:

(a) The member's death

- (b) The member's resignation
- (c) The non payment of the annual subscription thereof for a period of 3 months after has become due
- (d) The expulsion of a member under Rule 10

10. **Expulsion of members**

A General Meeting may, by a vote of two thirds of the members present and entitled to vote, expel any member for conduct detrimental to the Society, provided that a notice specifying the conduct for which it is intended to expel, is sent to the member at the address entered in the register of members at least one calendar month prior to the date of the meeting.

LIST OF MEMBERS

11. **List of Members**

The Committee of Management shall allocate the keeping of an alphabetical membership list updated annually to one of its members in which shall be entered the following:

- (a) Name, address and telephone number of member
- (b) Date of joining and leaving
- (c) Date of receipt of joining subscription and renewal subscriptions.

Any member may see the entry in respect of themselves recorded in the official list of members and in their own interest must notify any change of address to the Secretary.

GOVERNANCE AND DAY TO DAY MANAGEMENT

- 12. Governance of the Society shall be vested in the General Meetings
- 13. Day to Day Management delegated to the Committee of Management

COMMITTEE OF MANAGEMENT AND OFFICERS

14. **Committee of Management**

The Committee of Management must be members of the Society and shall consist of a Chairman, Secretary, Treasurer and 3 Committee Members or such number as may be determined at a General Meeting.

15. **Election**

The Committee of Management will be elected from members of the Society at the Annual General Meeting and will take office at the end of the Annual General Meeting at which elected until the end of the next Annual General Meeting.

16. **Mid - Term Vacancies**

The Committee of Management may fill any vacancy arising during the year. Members appointed will be full voting members of the committee and count towards a quorum.

17. **President and Honorary Vice Presidents**

The Annual General Meeting may elect a President and/or Honorary Life Presidents as may be required. These offices will be honorary and non voting unless the office holder is a member with normal voting rights.

18. **Co option**

The Committee of Management may co-opt any member to the Committee to assist in its work. Such co-opted members will be non voting and not count towards a quorum.

19. **Powers of Committee**

The Committee of Management shall have full power to supervise and manage the day to day work of the Society according to the rules for the purpose of accomplishing its objectives.

20. **Attendances**

Any Committee of Management member who has failed to attend two meetings in any year for any reasons unacceptable to the Committee , will cease to be a Committee member.

21. **Removal from Committee**

The Committee of Management may remove any officer or committee member from the Committee by a simple majority following an open discussion of the issues which includes the individual members opportunity to put his/her point of view. If required the vote may be a secret vote but the voting numbers will be recorded in the minutes.

MEETINGS OF COMMITTEE MANAGEMENT

22 **Frequency of meetings**

The Committee of Management will meet quarterly or more frequently if required by decision of the Committee.

23. **Quorum at Committee Meetings**

A quorum for meetings of Committee of Management shall be 4 or such other number as may be agreed at a General Meeting.

24. **Emergency Actions**

The Chairman and/either the Secretary or Treasurer may take any executive emergency actions required where it is not practicable for the business to be decided upon at a regular or special committee meeting. Details of the action will be reported and recorded at the next meeting of the Committee of Management.

25. **Conduct of Meetings**

At all meetings of the Committee every question shall be decided by a majority of votes and if the votes are equal the Chairman shall have a casting vote in addition to his/her vote as a member. In the absence of the Chairman, an acting Chairman elected at the committee meeting shall preside for that meeting.

FINANCE

26. **Financial Records**

The Treasurer will keep in date order a record of all income and expenditure related to Society's financial transactions and all expenditure must be supported by a supplier's receipt or appropriate voucher which shows the date of expenditure, the total amount and the purpose for which payment was made. Receipts for membership fee income will be given, recording the date paid, the duration of the membership fee e.g. to 31st December 200X, and the name of the member. This receipt will be proof of membership.

27. **Banking**

The Treasurer shall open a cheque book account with a bank or building society in the name of the Society. Payments by cheque shall require any 2 or 3 authorised signatures - Chairman, Secretary, Treasurer.

28. **Annual Accounts Format**

If no other activity is envisaged then a simple Income and Expenditure account and a balance sheet will suffice. In the event of other activities needing to be presented separately e.g. shows, trading, then a separate simple sub account will be introduced with agreement of the Committee of Management.

29. **Loans & Borrowing**

Loans, borrowing or other credit arrangements will require a specific decision at a Committee of Management meeting or general meeting before any contractual transaction is entered into.

30. **Reports to Committee**

The Treasurer shall make a verbal report at each meeting on income and expenditure and liabilities up to the Friday before the meeting, and make available at the meeting the most recent bank statement. The Treasurer's verbal financial report shall be recorded in the minutes

31 **Special Expenditure**

When special projects are considered they will be costed as far as possible and the Treasurer will advise the Committee on possible ways of funding

32 **Financial Advice**

Where the Society requires financial advice outside the normal experience, the treasurer shall seek what professional advice is required and advise the Committee

33 **Presentation of Accounts for Audit**

The Treasurer shall close the annual account on 31st July each year and prepare income and expenditure statements and a balance sheet for presentation to the Honorary Auditor by the 2nd Monday in the following month.

The audited accounts shall be circulated as part of the agenda for the Society's Annual General Meeting signed by the Honorary Auditor and Treasurer.

34 **Mid Term Vacancy**

Where for any reason the Treasurer ceases to hold office the Committee of Management will appoint an Acting Treasurer and ask the Honorary Auditor to carry out an interim audit in preparation for the new Treasurer taking up office.

35 **Membership Fee**

The Treasurer shall advise the Annual General Meeting of any changes required in the membership fee for the current financial year and the Annual General Meeting will consider and decide on the membership fee.

AUDITOR

36. **Appointment of Auditor**

The Honorary Auditor or Auditors shall be appointed at each Annual General Meeting and shall hold office until the close of the following Annual General Meeting.

37. **Qualifications**

The Auditor must not be an officer of the Society or a member of the Committee of Management but otherwise any person, member or not who has agreed to carry out the duty may be nominated and appointed year by year at the Annual General Meeting.

38. **Mid Term Vacancy**

Where for any reason the auditor(s) ceases to hold office the Committee of Management will appoint a replacement auditor as soon as is practicable and record the action in the minutes.

AUDIT OF ACCOUNTS

39. **Audit Procedure**

The Auditor shall receive the draft accounts, payments, receipts files, bank statements and bank book from the Treasurer by the 2nd Monday in January each year, and will examine them and agree final accounts as an accurate and fair record based on the documents of the Society's financial transactions for the year.

40. **Tax Liability**

The Society is liable to corporation tax on any investment interest accruing during the year and these matters must be addressed with VAT Inspectors by the Treasurer and Auditor.

41. **Approval of Audit Accounts**

The Annual General Meeting will consider the annual accounts presented by the Treasurer and/or the Auditor. Adoptions of the audited accounts will be proposed by a member other than the Treasurer and Auditor. The Auditor may raise at the Annual General Meeting any financial matters which require the attention of the Society.

42. **Availability of Audited Accounts**

Any member has the right to request a copy of the adopted audited accounts from the Secretary who will provide a copy within 2 weeks of the request.

GENERAL MEETINGS

43. **Annual General Meetings**

The Annual General Meetings shall be held at such times as the Committee of Management or a General Meeting shall determine as soon after the audit of accounts is completed as is convenient.

44. **Special General Meeting**

A Special General Meeting shall be held whenever the Committee of Management thinks expedient or whenever a written requisition for such a meeting by 5 members is delivered to the Secretary. A Special General Meeting shall be convened by Committee of Management within 4 weeks of receipt of request. Should the Secretary fail to convene the meeting the members signing the requisition may convene such meeting by giving such notice themselves

45. **Notice of General Meeting**

At least seven days notice in writing to be given of every General Meeting, stating the business to be transacted at such meeting (see appendix - Sample Annual General Meeting Agenda). The notice shall be sent to every member at the address entered in the list of members and no other business than that stated in the notice shall be transacted at such meeting.

46. **Agenda Items**

Agenda items must be notified in writing to the Secretary 14 days prior to the meeting. See notes appended.

47. **Notices of Motions**

Motion or motions must be notified in writing to the Secretary 14 days prior to the meeting signed by the proposer(s) and seconder(s).

48. **Changes in Rules**

Changes in rules must be notified in writing to the Secretary 14 days prior to the meeting signed by proposer(s) and seconder(s).

49. **Voting at General Meetings**

Every member present at a General Meeting and not otherwise disqualified shall have one vote and where the votes cast in any matter are equal then the Chairman shall have the casting vote in addition to his/her vote as member. Members who are not allotment tenants shall not have the right to vote on questions affecting allotment tenant members only.

50. Presiding Officer at General Meetings

At all General Meetings a chairman elected at the meeting shall preside.

51. Quorum at General Meetings

A quorum at General Meetings shall consist of five members or 25% of membership whichever is the greater.

52. Discussions at Meetings

No political or sectarian issue shall be raised or discussed at General Meetings.

MEMBERSHIP WITH THE NATIONAL SOCIETY OF ALLOTMENT & LEISURE GARDENERS LTD AND LOCAL FEDERATION OR COUNTY GROUP COUNCIL

53. Membership of NSALG and Local Federation County Group

The adoption of these Rules shall constitute an agreement to apply for:

(a) One fully paid 10p share in the National Society of Allotment & Leisure Gardeners Ltd and an agreement to pay such annual affiliation fees as maybe prescribed by the rules of the National Society.

(b) Admission as members of Local Federation/County Group on payment of an annually agreed affiliation fee determined at the Annual General Meeting of that group.

54. Arbitration

In case any dispute arises between the Society or any of its officers and any member or persons claiming on behalf of a member or under the Rules, or in case of any complaint against any member, application may be made to the Committee of Management for redress, and should the Committee not bring the parties to agreement, the matter in dispute may be submitted to arbitration.

One arbitrator shall be appointed by each of the parties concerned, and one by the Committee of Management.

The decision of the arbitrators shall be final, and the costs of such arbitration shall be shared between the parties as determined by the arbitrator. In this rule the word 'Member' includes any person aggrieved who has for not more than 6 months ceased to be a member.

DISSOLUTION OF THE SOCIETY

55. Dissolution

The Society may at any time be dissolved by consent of three fourths of the members, testified by their signatures to an instrument of dissolution. Instructions for dissolution will clearly set out what is to happen to any assets and residual cash after payment of expenses. Cash may be lodged with the National Society of Allotment and Leisure Gardeners H/Q office and held against any reformation of a successor Society.

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COPIES OF RULES

56. Copies of Rules

A copy of the rules of the Society shall be delivered free by the Secretary to every member on joining and on demand subject to payment of a sum not to exceed 5 and the Committee of Management shall provide the Secretary with sufficient copies of the said Rules for this purpose.

AMENDMENTS OF RULES

57. Mode for Amending Rules

The rules may be amended by resolution of a three fourths majority of those attending a General Meeting called for that purpose.

APPENDICES
SAMPLE - ANNUAL GENERAL MEETING AGENDA

The Annual General Meeting of _____ Society will be held at _____(time) on _____(Date 7 days notice) in _____(venue) to which all members are invited to attend and discuss the business set out in the Agenda.

Date _____ Secretary _____

AGENDA (Sample)

1. Election of Chairman (subject to quorum)
2. Apologies
3. Minutes of previous General Meeting
4. Correspondence
5. Matters arising
6. Chairman of Committee of Management report on years' activities
7. Secretary's report
8. Annual Audited Accounts - Treasurer and I or Auditor
9. Treasurer's recommendations for membership affiliation fee
- 10-11. Matters raised by members requesting inclusion on the agenda notified 14 days before
- 12-13. Notice of Motions (submitted in writing 14 days before meeting)
14. Election of Officers and Committee of Management members
 - (a) Chairman
 - (b) Secretary
 - (c) Treasurer
 - (d) 3 committee members
 - (e) Honorary Auditor(s)
15. Changes in rules (submitted in writing 14 days before meeting and set out in full in agenda)
16. Date, time and place of next Annual General Meeting

SAMPLE - COMMITTEE OF MANAGEMENT AGENDA

You are invited to a meeting of Committee of Management at _____(time) on _____(date) at _____(venue)

Date Secretary

AGENDA (Sample)

- 1 Apologies
2. Approve the minutes of previous meetings as an accurate record of proceedings.
3. Matters arising not otherwise covered by the agenda
4. Correspondence
5. Chairman, Secretary's, Treasurer's Reports
6. Site report - to consider any matters relating to maintenance and management of site and agree action to be taken and by whom
7. Seed scheme - to consider any issues raised by the Council on lettings, rents or future of site, agree on Society's response and who is to take action
8. Any other business
9. Date, time and place of next meeting

APPENDICES

SAMPLE - COMMITTEE OF MANAGEMENT MINUTES

Suggested minute format:

Number consecutive for Year / Year Topic Heading e.g. Vandalism

(Brief resume of item)

Committee members outlined the recent spate of vandalism with produce torn up fences, gates tampered with and sheds broken into. On previous occasions the police indicated their lack of resources to patrol regularly. Intruders appear to come from S.E. corner where fences are poor and allotments well away from that corner were again untouched. The fence is a landlord responsibility.

Resolution

(1) That individual ploholders be asked to write to the Council within 7 days (2) brief meeting arranged on site by treasurer for Sunday 7th or 14th with council rep. All officers to be present and members of the Committee.(3) Secretary to confirm in writing the date and time to members by a notice on each gate and the site notice board

_____ Index details

Vandalism Minute No/Year

SAMPLE - ALPHABETICAL INDEX OF COMMITTEE OF MANAGEMENT MINUTES

[If this work is done on a word processor new topics can be easily slotted in with the appropriate no. and year. Over a period of time several items will crop up on a regular basis, these can be simply added to original entries.]

Allotment rents	01/06	02/06
Allotment watch		03/06
Bonfires		04/06
Contamination		06/06
Donations		06/06
Fencing		07/06
Finance		08/06
Gate		09/06
Grass cutting		10/06
Huts		11/06
Legislation		12/06
Members fees		13/06
Notice boards		14/06
Organic culture		15/06
Parish Council		16/06
Police		17/06
Rent reviews		18/06
Seeds		19/06
Town Council		20/06
Thieving		21/06
Vandalism		22/06
Water		23/06
Waste disposal		24/06